

**INDIAN CREEK SCHOOL DISTRICT  
CENTRAL OFFICE  
587 BANTAM RIDGE ROAD  
WINTERSVILLE, OHIO 43953**

MILEAGE \_\_\_\_\_ X \_\_\_\_\_  
HOURS \_\_\_\_\_ X \_\_\_\_\_

**NON-ROUTINE USE OF SCHOOL BUSES**

Non-routine school bus trips will be limited to affairs where the pupil participants are at times fully under control of a paid and certified employee of the board of education that furnished the bus. School buses may be used for educational field trips including activity, scholarship contest, regularly scheduled athletic contest, and regular school activities. No spectators will be permitted. Approved chaperones will be allowed.

EDUCATIONAL FIELD TRIP - A trip growing out of a regular classroom activity, planned by the teacher for pupils in the class and approved by the administrative head of the school district. Examples: A biology class visits a fish hatchery; a third grade class visits a dairy farm.

NO EXTRA CURRICULAR OR NON-ROUTINE TRIP SHALL BE MADE UNLESS THERE HAS BEEN PRIOR APPROVAL BY THE SUPERINTENDENT HAVING JURISDICTION OVER THE BUS.

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TO BE FILLED OUT BY THE PERSON REQUESTING TRIP

DATE OF TRIP _____	NAME OF SPONSOR _____
NAME OF SCHOOL _____	GRADE LEVEL _____
NO. OF STUDENTS, TEACHERS AND CHAPERONES _____	DESTINATION _____
PURPOSE _____	TIME LEAVING _____
	TIME RETURNING _____

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TO BE FILLED OUT BY DRIVER

DRIVER'S NAME _____	BUS # _____
TIME OF DEPARTURE _____	TIME OF RETURN _____
TOTAL TIME _____	TOTAL MILES _____

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TO BE FILLED OUT BY ATHLETIC DIRECTOR

PLANNING TO STOP FOR MEAL      YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE OF ATHLETIC DIRECTOR)

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I CONFIRM THE TOTAL TIME OF THE TRIP AS REPORTED

\_\_\_\_\_  
(SIGNATURE OF DRIVER)

\_\_\_\_\_  
(SIGNATURE OF PARTY IN CHARGE)

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SUBMIT ALL THREE COPIES TO THE CENTRAL OFFICE FOR APPROVAL BEFORE NOON ON THE FRIDAY PRIOR TO THE WEEK THE TRIP IS TO BE TAKEN. REQUESTS MAY BE AND SHOULD BE SUBMITTED EARLIER IF AT ALL POSSIBLE. REQUESTS RECEIVED AT CENTRAL OFFICE AFTER TIME AND DAY LISTED ABOVE SHALL BE CLASSIFIED AS EXCEPTIONS AND DEALT WITH ON AN INDIVIDUAL BASIS.

REQUESTED BY:  
PRINCIPAL \_\_\_\_\_  
DATE \_\_\_\_\_

APPROVED BY:  
SUPERINTENDENT \_\_\_\_\_  
ADM. ASSISTANT \_\_\_\_\_  
DATE \_\_\_\_\_